



SAINT PAUL PARISH
EDUCATION WRAPPED IN FAITH

School Handbook 2020-2021



**National Blue
Ribbon**

WELCOME TO ST. PAUL CATHOLIC SCHOOL

Dear Parents, Guardians, and Students,

I would like to welcome everyone to the 2020-21 School Year. As a former St. Paul Panther, I am excited to return to the school that I attended, where I formed many friendships and created many special memories.

I'd like to thank you for choosing St. Paul Catholic School to educate your children. Our staff is committed to providing the best faith-filled education to ensure that our students grow academically, spiritually, emotionally, and physically. We not only want our students to learn, but we want them to learn in a warm, inviting, safe environment filled with Christ's love. This year will bring with it many uncertainties and many challenges. Please know that we are committed to keeping our students and staff safe while providing this faith-filled education.

As the school year unfolds, if you have any questions or concerns, please feel free to call or email me. The school phone number is 859-647-4070 and my email address is jnesmith@stpaulnky.org.

Sincerely,

Joanne Nesmith, Principal

FOREWORD

This handbook is prepared by the Saint Paul Catholic School administrative staff in collaboration with the Total Education Commission, pastor, parents, and faculty. Its purpose is to inform the school community of the philosophy, goals, policies and standard operating practices of Saint Paul Catholic School. Given the complex nature of education and common purpose, it is impossible to predetermine a policy to cover every situation. There may be situations that require the administration to make judgments as to the best course of action in a given circumstance or to make revisions to this handbook. When necessary, exceptions or revisions will be made with the greatest benefit to the educational purpose in mind. Please contact your child's teacher or the office if you have questions. Suggestion for improvement may be turned in at the school office or to any member of the Total Education Commission, faculty or staff.



IMPORTANT CONTACT INFORMATION

St. Paul Catholic School Office	647-4070	
St. Paul Catholic Office Fax	647-0644	
School Address	7303 Dixie Highway Florence, KY 41042	
School Website	http://stpaulnky.org/school	
School Office E-mail	stpaul1@stpaulnky.org	
St. Paul Parish	371-8051	fax 647-4073
School Cafeteria	647-4072	
Carlin Center Gym	663-1841	
Boone County Bus Transportation	384-5340 384-8384	District #1 District # 3

INTRODUCTION

A. Philosophy. As a Catholic school, St. Paul Catholic School promotes academic excellence and religious formation. It strives to provide its students with the appropriate programs, training, and environment so that the students may become effective, independent learners and productive members of the community. Access to and training in technology advances will be emphasized. Preparation also involves education and activities that will help students attain the values, skills, knowledge, and attitudes necessary to live and love as Jesus did.

B. Mission Statement. It is the mission of St. Paul Catholic School to provide the appropriate educational environment that will enable its students to grow spiritually, educationally, socially, physically, and emotionally by embracing the Gospel Message of Jesus Christ.

C. Goals.

- 1) Provide for Christian development through formal religious training, opportunities for prayer of various types, and an atmosphere that nurtures respect for all.
- 2) Provide for academic development through competent teachers, quality curriculum, attention to individual differences, and appropriate materials.
- 3) Provide for personal development by stressing personal responsibility, positive self-image, the development of interpersonal relationships, and good physical health.
- 4) Provide an ongoing process of assessment of the delivery of these varied services.
- 5) Provide teacher and student access to different applications of technology that enhance learning.

D. St. Paul School Committee. The St. Paul School Committee is a policy making body for the school, and as such is advisory to the Pastor. It is not involved in the day to day administration of the school, but rather oversees the overall operation of the school. Current members are listed in the contact section of the St. Paul Catholic School Parent/Student Directory.

E. General.

- 1) St. Paul Catholic School is a parochial school in the Diocese of Covington, supported by St. Paul and the parents who send their children to the school. Classes are offered for Kindergarten through Eighth Grade. The school is chartered by the State of Kentucky and is a member of the Diocese of Covington School System. As a member of the Diocese of Covington schools, St. Paul Catholic School adheres to all policies and guidelines published by the Diocese.
- 2) Our curriculum stresses academic achievement within a Catholic community where the child feels loved and respected by peers as well as teachers. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of Catholic life. At St. Paul Catholic School, we are attempting to "teach as Jesus did."

2. GENERAL ADMINISTRATIVE PRACTICES

A. Non Discrimination Statement. Diocesan Policy states that "No person shall be refused admission to any church, school, institution, or membership in any Catholic society or organization solely on the grounds of race or nationality." In keeping with this policy, the schools under the auspices of the Department of Catholic Education, Diocese of Covington, do not discriminate on the basis of race, color or national or ethnic origin. Students of any race who meet the individual school's eligibility requirements are admitted to all the rights, privileges, programs and activities generally accorded to students at that school and that

school does not discriminate on the basis of race in administration of its educational policies, admission policies, scholarships, loan programs, and other school-administered programs.

B. Privacy & Confidentiality.

- 1) All students, families and staff within the school have an expectation of privacy relative to their school experience. The expectation includes, but may not be limited to, behaviors noted during the day, performance on assignments or projects, and involvement in any special program.
- 2) Many activities require the help of volunteers in order for us to complete our educational mission. Volunteers may, as a result of performing their duties, come to know information about our students, families and staff. Class project results, fundraising results and behaviors observed while helping in a classroom are all examples of information a volunteer might be exposed to in the normal course of his or her duties. ALL information learned as a result of performing those duties are expected to be kept completely private and confidential. Sharing of information learned in the performance of volunteer duties, however incidental, is a violation of the privacy expectations of our students, families and staff. The volunteer should never discuss such information, even though it might become public in some other fashion. Rather, the volunteer should simply decline to discuss the information, neither confirming nor denying the information if it comes up in a conversation with someone else.
- 3) All requests for information should be referred to the teacher or office. For example, a volunteer should not discuss grades with any student, other volunteers or parents. Questions regarding activities and practices in the classroom should be referred to the teacher. Parents asking about their own children should also be referred to the teacher. Even general comments, such as a child not doing well on tests, are inappropriate.
- 4) Persons working with computer systems, in particular, must maintain a high level of discretion. Under no circumstances should passwords or other security information be divulged to any unauthorized person.

C. Diocesan Safe Environment Policy.

- 1) All employees and anyone who volunteers in any way at St. Paul Catholic School or St. Paul Parish that involves children must comply with Diocesan Policy. To be in compliance, you must:
- 2) Register and attend a Diocesan sponsored "Virtus" training session.
- 3) Read and sign off on the Policies and Procedures for Addressing Sexual Misconduct.
- 4) Complete an online application for a criminal background check. There is a one-time fee of \$25 for the background check.
- 5) Complete a volunteer application.
- 6) Complete monthly online training bulletins.
- 7) These requirements are Diocesan Policy and will be enforced.

D. Student Safety.

- 1) Children may not be released to individuals other than parents or guardians unless the parents or guardians request this release and verify the identity of the person coming for the children in writing.
- 2) Any student leaving school before regular dismissal with parent, guardian or appropriately designated adult, must be signed out and dismissed in the school office. No student will be released directly from the classroom. Your child's safety is paramount to the staff at St. Paul Catholic School.

E. Right to Search.

- 1) While on the grounds of St. Paul Catholic School, all persons and their belongings are subject to search. The principal, may, with cause, request that any person surrender electronic devices, backpack, purse, briefcase, etc...so that the complete contents may be examined. Persons may also be asked to turn out pockets.
- 2) Any electronic device being used at school must be surrendered immediately upon request to any member of the school staff. The user may not make any "last second" entries or adjustments before surrendering the device.
- 3) Lockers are the property of St. Paul Catholic School and are subject to search. Use of a locker implies consent to search the locker and all contents of the locker. Refusal to open a lock installed on a locker will result in the lock being cut off.
- 4) A search may not involve the physical touching or "patting down" of the person being searched. Nor can the search be conducted for law enforcement agencies in lieu of an investigative search.
- 5) Compliance with a search request is voluntary. However, failure to comply may result in immediate action to ensure the safety of all persons in the building and on the grounds.
 - a. An adult who refuses to comply may be asked to leave immediately, and may be banned from the grounds either permanently or for a specified period of time. If the adult refuses to leave, the building will be placed in lockdown, and local police will be summoned immediately. The adult will be banned from the grounds.
 - b. If a student refuses to comply with a request to search, his or her parents will be notified, and the student will be placed in monitored isolation. If the parents cannot or will not convince the student to consent to the search, the student will be indefinitely suspended. Parents will be required to report immediately to school to take the student from the grounds. The student will remain in monitored isolation until taken from the building.

F. Visitors To St. Paul Catholic School.

- 1) All doors are locked whenever school is in session. Visitors must use the main entrance to ring the bell for entry.
- 2) All visitors to school must report to the office for sign in and obtain a visitor's badge before proceeding to any other part of the building for any reason. Anyone moving through the building without a badge will be asked to return to the school office.
- 3) Parents or other authorized individuals who come to pick up students during the day must come to the office. Your child will be called to the office for you. No teacher will dismiss a student, even to a parent, directly from the classroom without authorization from the office. These regulations are aimed at the safety and protection of your children.

G. Telephone. The office telephone may be used by students for emergency calls only. Students will not be permitted to call home for forgotten lunches, homework, clothes, etc.

H. Registration. Registration will be held each year on a day determined by the principal. Prior to registration day, parents who currently have children in school will be advised that incoming students from their family may register. Registrations from new families will be filled according to the Admission Policy. If vacancies remain, out-of-parish and/or non-Catholic students may be accepted on a tuition basis.

I. Admission.

- 1) Children entering the kindergarten must be five years of age on or before August 1st of the current school year. Immunization Laws of Kentucky require that all children who are

enrolled in school have a current Kentucky Immunization Certificate on file and evidence of appropriate physical examination. No child will be admitted without the above named certificate of immunization.

- 2) No one shall be refused admission to St. Paul Catholic School on the grounds of race or nationality.

J. Admissions Policy.

- 1) At the Kindergarten level, St. Paul Catholic School is limited to two sections with a target maximum of 25 per class totaling 50 Kindergarten students.
- 2) St. Paul Catholic School is limited to two sections of each grade level (Grades 1-5) with a target maximum of 30 students per section. In Junior High, the maximum number is 30 students per section. The principal may authorize exceeding the target maximums after due consideration. Because of the possibility of more applicants than we have room for, specific criteria have been established.
- 3) Students who apply are given priority in the following order.
 - a. Families that already have students in St. Paul Catholic School.
 - b. Families that belong to St. Paul Parish and who also live within the geographic boundaries of the parish.
 - c. Catholics who do not belong to St. Paul or who live outside the geographic boundaries of the parish.
 - d. Non-Catholics
- 4) Priority registration for St. Paul school families will be open through the last day of February

K. Tuition And Fees.

It is the policy of St. Paul that all tuition is paid through a Tuition Management Company and an automatic deduction from a bank account. This includes all amounts to be paid for tuition and fees with the exception of the registration fee. Tuition that is paid in full prior to July 1st will be discounted by 1%. Information may be obtained through your parish rectory office.

- L. Student Records.** Parents may see their children's permanent folder upon request. When transferring to another school, the parent or guardian must sign a release form at that school. Records will not be sent until these forms are completed and forwarded to the St. Paul Catholic School Office. According to Diocesan Policy, all tuition must be paid in full before records can be transferred.

- M. Non-Custodial Parent.** According to Federal regulations, non-custodial parents have the right to receive information regarding their children and to see the children's records. This is prohibited ONLY if specified in the divorce and custody decrees. In order to protect you and your child, divorced or separated parents are required to furnish the school with a notarized copy of the custody section of the divorce decree.

- N. **High School.** St. Henry High School is the District High School for the parish of St. Paul.
- O. **School Calendar.** A calendar for the current school year is given to each family. Since many children depend on the public school buses for transportation, the calendar will follow that of the Boone County School System as closely as possible. No transportation indicates days when the St. Paul Catholic School calendar differs from the Boone County School calendar. Parents must provide transportation on these days. If the weather causes cancellation or delays for Boone County Schools, there may also be changes in St. Paul Catholic School calendar (see School Cancellation and Delay procedures).
- P. **All Party Invitations.** Invitations cannot be hand distributed at school unless given to each student in the classroom. Example: Girl's birthday party means all girls in the classroom must be invited or Boy's birthday party means all boys in the classroom must be invited. If all students are not invited, you must send the invitations via an alternative method such as the US Postal Service. Addresses can be found in the Parent/Student Directory for those families wanting to be listed.
- Q. **Birthday or Special Treats.** Students are welcome to celebrate their birthday or other special days with their classmates. Treats brought into school, however, must be preapproved by the classroom teacher, prepackaged with the ingredient label attached and consumed in the classroom. No treats may be consumed at breakfast or lunch in the cafeteria. Birthday treats can also be non-food related such as pencils or stickers.

3. FIREARMS AND DANGEROUS WEAPONS.

- A. KRS Chapter 527 reads as follows: "A person is guilty of unlawful possession of a weapon on school property when he knowingly deposits, possesses, or carries, whether openly or concealed, for purposes other than instructional school-sanctioned ceremonial purposes, or the purposes permitted in subsection (3) of this section, any firearm or other deadly weapon, destructive device, or booby trap device in any public or private school building or bus, on any property owned, used, or operated by any board of education, school, board of trustees, regents, or directors for the administration of any public or private educational instruction. The provisions of this section shall not apply to institutions of postsecondary or higher education."
- B. The Kentucky Penal Code, Section 500.080, states "deadly weapon" means:
- 1) Any weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged; or
 - 2) Any knife other than an ordinary pocket knife or hunting knife; or
 - 3) Billy, nightstick, or club; or
 - 4) Blackjack or slapjack; or
 - 5) Nunchaku karate sticks; or
 - 6) Shuriken or death star; or
 - 7) Artificial knuckles made from metal, plastic or other similar material.
- C. While the Kentucky Penal Code Section 500.080, defines specific items as weapons, the administration reserves the right to assess any implement brought to school for the potential to pose a threat to the safety of persons or property. An item deemed to pose a threat must be surrendered to the Office Manager or Principal upon request. Surrendered items will be returned as the owner leaves the campus. Anyone refusing to surrender an item will be asked to leave and the proper authorities will be notified. While not defined by the statute

as “deadly weapons,” hunting knives or pocket knives are not permitted in schools unless prior permission has been obtained from the administrator and the items are used for instructional purposes.

4. COMMUNICATIONS

A. Home/School Communication.

- 1) Communication between parents and school is of vital importance. Parents are a child’s first teacher and the School Catholic Staff values parental input.
- 2) If you have a problem or question about something at school, the proper channel is to talk first to the person directly involved, usually the teacher. 99% of all problems are handled at this level. If you are not satisfied with the outcome of this conference, then you should contact the principal. If you are still not satisfied with the outcome, you may then contact the Pastor or the Education Commission.
- 3) Please help your child’s teacher maintain open communication as we work together to provide an excellent educational and spiritual experience for all the students.
- 4) The weekly school news is published electronically. Check the school website for updates and information.

B. Parent-Teacher Conferences.

- 1) Since parents are truly partners in education; they have a right and responsibility to be informed of their children's progress. Specific times will be set aside for conferences at the end of the first trimester. Teachers will notify parents if their child's progress changes considerably at any time.
- 2) Parents who wish to contact the teachers at other times are requested to contact them by email (email addresses are on the web page) or leave a message at the office. The teacher will return the email or the call at their earliest convenience.

C. Messages to Students. Any message that needs to be given to a student must be called in, emailed, or dropped off before noon. Because of the nature of dismissal, we cannot guarantee that messages received after 12:00 pm will be given to the child. For changes in transportation, send a written note to the teacher or follow above procedures for sending messages.

5. HEALTH

A. Parents should ensure the school office is informed of any special medical considerations that might be necessary in order to ensure the health and safety of their children. For serious conditions, a medical intervention plan may be appropriate to make sure the student’s teachers, the office staff, and any person who will have regular supervision all understand the medical considerations and any immediate actions necessary to ensure the child is safe.

B. All student health records are held in the strictest confidence. The office will ensure those who need to know about a specific child’s medical needs are informed in a timely fashion.

C. Medicine.

- 1) St. Paul Catholic School will not take responsibility for providing and distributing common medicines such as aspirin, Tylenol, antacids, etc. Any medication that is brought from home (prescription or otherwise) must be accompanied by a note written by the child’s parents that describes precisely the time and dosage to be followed. Office personnel will administer such medicine only in accordance with specific instructions.
- 2) All medicine must be in the original bottle. Prescription medicine must be in the original container with the prescription label affixed.

- 3) A note is required from parents for permission to take any medication at school. All medication is to be brought to the office.
- 4) Please note: School personnel are not legally permitted to dispense a medication, including aspirin, for any reason unless the parent brings in the medication.
- 5) Students are forbidden to give any medication to another student.
- 6) Parents must complete a Medical Consent form for any medicines brought to school. The form will be kept on file in the office.

D. Inhalers and Epi-pens.

- 1) Students with a prescribed epi-pen or rescue inhaler may, upon the recommendation of their doctor, carry the device on their person for use as needed. Otherwise, epi-pens and inhalers must be kept in the office.
- 2) Parents should make sure the office and the child's teachers are aware of the need for an epi-pen or rescue inhaler.
- 3) Parents are responsible to ensure the prescription is up to date.

E. Severe Allergies.

- 1) Parents of students with severe allergies must make sure the office is completely informed about the nature of the allergy and appropriate response in the event of an allergic reaction
- 2) To the extent possible, the identity of students with severe allergy will be kept confidential. If appropriate, however, others may be informed as necessary to ensure the allergic child is not inadvertently exposed.
- 3) Teachers with an allergic child will place a sign outside their door and inside the classroom indicating there is an allergic child and the nature of the allergy.
- 4) Teachers with an allergic child will send a note to parents indicating a child in the class has a serious allergy, what the allergen is, and advising parents to avoid bringing anything that might be contaminated with allergens to school.
- 5) Regardless of its severity, the office will be informed immediately if a child experiences an allergic reaction.
- 6) **Environmental Allergy.** Teachers with students who have an environmental allergy will make every effort to keep environmental allergens out of the classroom. The office will inform school staff as necessary.

F. Food Allergy.

- 1) Teachers will coordinate with the cafeteria to ensure the cafeteria is aware of the child and his or her allergy.
- 2) The teacher will refrain from food-based lessons that might include the allergen.
- 3) No home-made foods may be brought to school for parties, etc...Only commercially produced food with a clearly visible ingredient list may be brought for parties and celebrations. The food should not have any allergens listed on the label.
- 4) Parents should provide a "safe snack" cache for use in the classroom during snack time. The teacher will ensure the allergic child takes food from the safe snack cache whenever there is a doubt about food safety in the classroom.
- 5) The cafeteria will maintain an allergy safe table for any lunch period during which an allergic child might eat. The table will be cleaned before each lunch period using a designated cleaning set. No food containing an allergen may be brought to the table.
- 6) When there is room, an allergic child may invite "buddies" to join him or her at the designated allergy table. The buddies may not bring foods that contain allergens.

G. **Physical impairments.** Parents should inform the office of any physical impairment a child might have, whether temporary or permanent. When appropriate, accommodations may be put in place to help the student remain successful at school.

6. VOLUNTEERS

A. Welcome.

- 1) Welcome volunteer! We thank you for your generous gift of time and energy to help us provide the finest possible learning environment at St. Paul Catholic School. Whether your time commitment is several hours a week or several hours each year, your participation as a volunteer is always welcome. Volunteers play an integral role in our efforts to enhance the educational experience of our students. You are a valued and welcome resource for our school. Volunteer activities make it possible for us to provide enhanced educational programs and services as well as improved community involvement and commitment to the school.
- 2) As you perform your volunteer duties, it is important to remember to model the attitudes and behaviors embodied in our Catholic faith. Our greatest gift to our students is to help them build a positive, Catholic faith life. Your example will help demonstrate the values we hope to build each day. You will also be helping us build the academic skills and maturity so necessary for our students to be successful. We encourage you to be a strong advocate of our school, of the experience of volunteering, and to encourage others to join us in our endeavor.

B. **Volunteer Program Overview.** The principal is ultimately responsible to ensure the volunteer program in the school runs smoothly and properly supports the Catholic educational purpose. Where questions arise, the principal should be consulted for clarification.

C. **PTO.** The Parent Teacher Organization promotes participation of parents, guardians, and teachers in the programs and activities of St. Paul Catholic School. All parents, guardians, and staff are encouraged to be active members of the PTO. The efforts of the PTO are primarily directed toward providing those things that contribute to the overall quality of education. The PTO assists by building community, coordinating parent volunteers, and raising money to provide programs, services and equipment to enhance the educational experience at St. Paul Catholic School.

D. **Volunteer Qualifications.** Volunteers must be at least 18 years of age. All volunteers working with children must complete the Diocese of Covington required Virtus training program. Volunteers must complete a background check as described in the diocesan policy. Each volunteer is responsible for maintaining his or her currency in all training.

E. **Attendance.** Many volunteer activities occur outside the constraints of time or place. However, when volunteering for an activity scheduled for a particular time or place, it is very important to be on time. Please notify the coordinator, moderator, or staff member in charge as soon as possible if you will be unable to be present as expected. You may contact the office if you are unsure how to contact the person in charge.

F. Safety.

- 1) General school safety rules are posted throughout the building. Each room should have a building map and instructions for emergency evacuation. Please look for these placards in all rooms. In the event of an emergency, the care of children you are helping

with is the paramount concern. Please follow the emergency instructions as closely as possible. If you are helping in a public area, please go to the office, or to the nearest classroom, and ask the teacher what to do. In general, all volunteers should be familiar with emergency procedures for fire, intruders, earthquake, and severe weather.

- 2) In the event a child is injured, please contact the office immediately. An injury report must also be completed by the supervising adult. Children who are able, without aggravating an injury, are to go to the school office immediately. Send a buddy with the injured child. NEVER leave children unattended in order to bring someone to the office. If necessary, send a runner to ask the office to send help.

G. Discipline.

- 1) Our discipline policy is based on the principle that each person is a temple of God, and should be treated with the dignity and respect God asks of us. In general, discipline should remain formative—allowing the child an opportunity to learn by realizing the error, other (better) options for behaviors, how to avoid the error in the future, and the responsibility for restitution when appropriate.
- 2) Please remember you are a model to our students at all times. Children will notice what you do and say, and what you do not do and say. When helping a staff member, please refer disciplinary issues to the staff member. When serving as the supervisor in charge of the children, follow the procedures outlined in this handbook. Consult with the teacher when supervising a particular class to be sure you are familiar with the classroom expectations. If you are not sure, or for extreme behaviors, feel free to consult with the office.

H. Privacy.

- 1) All students, families, and staff within the school have an expectation of privacy relative to their school experience. The expectation includes, but may not be limited to, behaviors noted during the day, performance on assignments or projects, and involvement in any special program. Information has two characteristics; access, and need to know. A volunteer working on a computer system may, for instance, have both access to, and need to know, the passwords of staff members in order to perform critical system maintenance tasks. In those circumstances, the access and knowledge are appropriate. However, the volunteer would not have a need to know information about specific students, even though knowledge of passwords might allow access. It would be inappropriate for a parent or student to have access to anything other than his or her personal information. Only the principal has the authority to authorize access to private information.
- 2) Many activities require the help of volunteers in order for us to complete our educational mission. Volunteers may, as a result of performing their duties, come to know information about our students, families, and staff. Results of health screenings, class project results, fundraising results and behaviors observed while helping in a classroom are all examples of information a volunteer might be exposed to in the normal course of his or her duties. ALL information learned as a result of performing your duties should be kept completely private. Sharing of information learned in the performance of your volunteer duties, however incidental is a violation of the privacy expectations of our students, families and staff. The volunteer should never discuss such information, even though it might become public in some other fashion. Rather, the volunteer should simply decline to discuss the information, neither confirming nor denying the information if it comes up in a conversation with someone else.

- 3) All requests for information or rulings should be referred to the teacher or office. Questions regarding activities and practices in the classroom should be referred to the teacher. Parents asking about their own children should also be referred to the teacher. Even general comments, such as a child not doing well on tests, are inappropriate.
- 4) Persons working with computer systems, in particular, must maintain a high level of discretion. Under no circumstances should passwords or other security information be divulged to any unauthorized person.
- 5) Any volunteer who believes he or she has or might have revealed private information should notify the principal immediately. The principal will discuss the incident and decide on an appropriate course of action.

7. CURRICULUM

- A. St. Paul Catholic School has a curriculum that is in conformity with Diocesan guidelines. Courses are designed to serve the broad range of ability that our students bring to school.
- B. A special emphasis is placed on the spiritual development of our students. The formal religion classes are augmented by involvement in liturgy, sacramental preparation and participation, and most importantly, an atmosphere in which true Christian values may be developed.
- C. Currently, in addition to well-qualified classroom teachers, St. Paul Catholic School has a resource teacher, a computer teacher, a physical education teacher, a Social Emotional Learning Teacher, a Spanish teacher, and an art teacher. A counselor is to work with children who need her help.
- D. Students have access to Chromebooks for instruction.
- E. The library will be available to students under the supervision of their classroom teacher. The classroom teacher will schedule specific times for the library visits.
- F. **Homework.** Top quality education is the goal of St. Paul Catholic School. Therefore, 100% effort on the part of everyone is necessary. Homework is assigned at the discretion of teachers as a reinforcement or extension of work learned in the classroom. While the amount of time needed for homework depends on the needs of each student, homework assignments should not routinely require more than approximately 10 minutes per grade level. Students are expected to complete all assignments and turn them in on time.
- G. **Structure And Promotion Policies.**
 - 1) St. Paul Catholic School serves students in grades K through 8.
 - 2) Teachers, in consultation with the principal, determine classroom assignments for children at each grade level. Classes are arranged to best meet the learning needs of each child.
 - 3) Some groups change classes for certain subjects. Teachers may specialize in a given subject, such as science, social studies, etc. and teach that subject to two or three

groups of children. This flexible structure uses the strengths and teaching styles of each teacher and provides a quality program. Final decisions on grouping of children and/or changing classes rest with the principal.

- 4) Student grouping will remain flexible and may be adjusted based upon student performance.
- 5) Those who fail two or more classes for the year may be required to repeat the grade.
- 6) The decision to retain a student in a grade level is made by the principal after consultation with the teacher and the parents.

H. Grading.

1) Report Cards.

- a. The following code will be used for subjects that are evaluated by paper and pencil or oral tests:
 - (1) A = 93-100%
 - (2) B = 85-92%
 - (3) C = 75-84%
 - (4) D = 70-74%
 - (5) F = Below 70%
 - b. The following code will be used for those areas which are not easily evaluated by paper and pencil or oral tests:
 - (1) E = excellent progress
 - (2) G = good progress
 - (3) S = satisfactory progress
 - (4) P = problem area
 - (5) I = improving
 - c. The first report card will be sent home in November, with the opportunity for conferences with teachers at a set time thereafter. Parents or teachers may request a conference at any time.
- 2) **Online Grading.** Through Sycamore, St. Paul Catholic School has an online grading and report system. By means of a user ID and password that is provided for each student, parents have 24/7 access to their children's grades and averages in all subjects in grades 1 through 8. Information will be sent home concerning how to access online your child's academic progress.
 - 3) **Honor Roll and Principal's List.** It is very important at St. Paul Catholic School to celebrate student academic achievement. Middle School students who achieve an 85% or better in each subject are included on the Honor Roll. Those who achieve 93% or better in each subject will be included on the Principal's List.

I. Academic Integrity

- 1) Students at St. Paul Catholic School are expected to adhere to the highest standards of academic integrity. The honest completion of assignments and assessments is essential in order for teachers, parents, and students to understand the level of a student's mastery.
- 2) The following academic protocols are to be followed at all times.
 - a. Unless otherwise directed, students should complete their assignments by themselves.
 - b. During independent work, students should refrain from conversing with other students or making distracting noises.
 - c. During a test or assessment, students should not

- (1) Have any unauthorized materials or equipment available for use or reference (put all unauthorized materials away).
 - (2) Look about the classroom so as to observe another's work whether or not actually observing another's work ("keep your eyes on your own work").
 - (3) Copy or reproduce the work of another.
- d. Plagiarizing other's work is never acceptable.
- (1) Students are taught the meaning of plagiarism and are given concrete examples as they work on research projects and other assignments. Much time is dedicated to helping students understanding that taking another's work for one's own is dishonest. All students will receive a detention and parents will be notified. The list below is an example of tools used by teachers in instructing the children on this topic. Please take time to review this with your children.
 - (2) Students need to document the following:
 - (a) When an individual uses or refers to somebody else's words or ideas from a magazine, book, newspaper, song, TV program, movie, Web page, computer program, letter, advertisement, or other medium
 - (b) Information gained through interviewing another person.
 - (c) Copying exact words or "unique phrases" from somewhere.
 - (d) Reprinting any diagrams, illustrations, charts, and pictures.
 - (e) Using ideas others have given you in conversations or over email.
- e. **Violating Academic Protocol.**
- (1) In grades K-2, the student or students will be counseled about the serious error that has occurred. Where appropriate, the teacher may allow the student to re-accomplish the work in a way that will help the student demonstrate he or she can follow the appropriate procedures.
 - (2) In grades 3-5, the student or students will be counseled about the serious error that has occurred. For a first occurrence, the teacher may allow the student to re-accomplish the work in a way that will help the student demonstrate he or she can follow the appropriate procedures. If the teacher has reason to believe the student was aware of and intentionally violated protocol, a grade of 0 may be assigned. In either case, a note will be forwarded to the student's parents explaining the violation and subsequent actions.
 - (3) For students in grades 6-8, the student will receive a 0 for the assignment and will be assigned a detention. A note will be forwarded to the student's parents explaining the violation and subsequent actions.

8. RESPONSIBLE USE OF TECHNOLOGY

A. Introduction.

- 1) The use of technology is guided by the philosophy and mission of the school. The school promotes the use of technology, recognizing the need to prepare students to be responsible, ethical, and contributing members of society and the workforce. These guidelines apply to school-owned and installed equipment as well as to any personal device brought to school for use by students or parents. These rules will be evaluated and updated as needed in response to the changing nature of technology and its applications.
- 2) Access to electronic resources, including mail and internet connections, will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with internet users throughout the world. While our intent is to make internet access available in order to further educational goals and objectives, students may find ways to access objectionable materials as well. We believe the

benefits to students (information, resources, expanded learning environment, and opportunities for constructive collaboration) exceed any disadvantages.

- 3) Students will be instructed in the proper and careful use of computers and other forms of technology. Students may not tamper with or be destructive of computers and other hardware. Students are expected to behave ethically and responsibly with all technology devices.
- 4) The network and all installed equipment is the property of the school. The school reserves the right to monitor all communications through the network without any notice. If investigation reveals irresponsible, unethical or illegal use, the school reserves the right to open files and documents, search a computer's history, and any other means to track usage.
- 5) Students are responsible for good behavior when on personal devices, school computers and networks, just as in the classroom. The network is provided for students to conduct research and communicate with others. Communications over the network are public in nature. Access to the network is given to students who agree to act in a responsible manner. Access is a privilege – not a right.
- 6) Violations of regulations regarding the proper and responsible use of technology shall be reported to the principal or Technology Coordinator, who will follow up as required, and may administer discipline as appropriate. In addition to disciplinary consequences, a student engaged in irresponsible, unethical, or illegal use may be subject to loss of the privilege to use available technologies in the school.
- 7) Violations of this policy may result in loss of access to school devices, loss of privilege to use personal devices and/or formal disciplinary action.

B. School Equipment.

- 1) Network administrators may review files and communications to maintain system integrity and to ensure appropriate use. Network storage areas are subject to search and inspection at the discretion of the administration. Users should NOT expect files stored on school machines to remain private.
- 2) Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio, and other potentially offensive media.
- 3) Download of materials must be for valid academic purposes. Appropriate copyright regulations apply at all times. Improper use or distribution of information is prohibited. This includes using the network for financial gain or for commercial activities. Interactive activity such as chat or Skype must be for valid academic purposes and done only under the supervision of a member of the staff.
- 4) Communication between faculty and students should be for educational purposes only

C. User Responsibility.

- 1) The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person's account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor

shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

- 2) Users exercise responsible digital citizenship as they:
 - a. Respecting Yourself. Show respect for yourself through your actions. Select online names, images, and avatars that are school appropriate. Carefully consider what personal information about your life, experiences, experimentation, or relationships you post.
 - b. Protecting Yourself. Ensure that the information, images, and materials you post online will not put you at risk. Do not publish your personal details, contact details, or a schedule of your activities. Report any attacks or inappropriate behavior directed at you. Protect passwords, accounts, and resources.
 - c. Respecting Others. Show respect to others. Do not use electronic mediums to antagonize, bully, harass, or stalk other people. Show respect for other people in your choice of websites. Do not visit sites that are degrading, pornographic, racist, or inappropriate. Do not abuse your rights of access and do not enter other people's private spaces or areas. Obtain permission from a faculty member before taking pictures, video, and/or audio media. Understand that attempting to gain access to another's account is prohibited; especially egregious is attempting to gain access to a staff member's account.
 - d. Protecting Others. Protect others by reporting abuse and by not forwarding inappropriate materials or communications.
 - e. Respecting Intellectual Property. Request permission to use resources. Suitably cite any and all use of websites, books, media etc. Acknowledge all primary sources. Validate information. Use and abide by fair use rules.
 - f. Protecting the Network. Protect the network by not downloading or uploading files without the permission of the principal, teacher, or system administrator. Do not attempt to bypass any St Paul Catholic School domain security. This includes but is not limited to deliberate bypassing of the firewall or content filtering or removal/bypassing of the Chromebook management system.
 - g. Personal Social Networking. Given that the lines between school and private are blurred in the digital world, understand that content published by you on any social media, web2.0, or other internet sites which adversely affects the learning atmosphere inside Saint Paul Catholic School, will be subject to the same consequences as if it occurred within the St. Paul Catholic School Domain. Do not attempt to follow or contact a faculty member thru their private website or social networking site, while understanding that classroom or school based websites are completely acceptable and necessary for online curriculum. Also, in accordance with diocesan policy, you are required to use my St. Paul Catholic School domain accounts **ONLY** to contact faculty.
 - h. Personal devices other than those issued and managed by St Paul Catholic School. Understand that I may bring in my personal cell phone and other electronic devices, but **all personal electronics** are to be kept in my locker and **turned off** during the school day when classes are in session, unless the teacher permits use of devices for specific class projects. Personal devices may connect to the school network only for specific academic purposes and must disconnect as soon as the project is complete. All personal equipment should be clearly marked for identification. Saint Paul Catholic School assumes no liability for the safety of the device, nor responsibility to safeguard the device.

- i. **Future Technologies.** With the exponential growth of technology in today's world, it is expected that new technologies find their way into the classroom almost daily. There is no way to predict what new technologies will be developed and implemented, nor how they will affect learning in the classroom. Therefore, for all future technologies and new uses for existing technologies, "acceptable use" will be at the sole discretion of St. Paul Catholic School and its administrators.

D. Privacy

- a. Given a valid reason, St. Paul Catholic School administration may at any time and without notice to or consent from users, obtain access to all information, conveyed or stored anywhere within the St. Paul Catholic School domain as defined above, even if the information has been password protected or encrypted. This includes but is not limited to Internet history and student@stpaulschool.net / student@stpaulnky.org email.
- b. I understand that teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on students' Chromebooks or other school-owned devices during school hours or on personal devices accessing the St. Paul Catholic School infrastructure.

E. Chromebooks. The faculty and administration reserves the right to delete any material that is inappropriate for school or interferes with the instruction in classroom. I understand that St. Paul Catholic School is not responsible for any data loss due to malfunction of the Chromebook. I understand the St. Paul Catholic School Console Management System is not to be wiped. The Chromebooks are owned and managed by St. Paul Catholic School. The users will not be negligent, destructive, or careless, while the Chromebook is in the user's' possession. Misuse or neglect of the Chromebook will not be tolerated and may result in the loss of user privilege.

F. Disciplinary Action. The school may take disciplinary actions against students, who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Cell phones and other personal electronic devices used inappropriately will be confiscated and sent to the principal. These items must be picked up by parents or guardians of the student. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

9. ATTENDANCE

- A. An absence or tardy from school puts a burden on a student to attain information missed that day. Regular or accumulated absences and tardies increase this burden. Some in-class discussion information may never be fully attained and integrated. Please make punctual daily attendance a top priority.
- B. The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

C. Hours.

- 1) The school day for all students in Grades K-8 is from 7:50 a.m. – 3:00 p.m.
- 2) In order to assure supervision of the children and adequate preparation time for the teachers, please do not bring your child to school before 7:15 a.m.

D. Vacations During the School Year. In order to maintain educational continuity within the curriculum, vacations during the school year are strongly discouraged. St. Paul Catholic School does not grant permission for students to take vacation during the school year. Absence for the sake of vacation is always unexcused. If parents choose to take their child/children out of school, the following guidelines must be followed:

- 1) Parents should provide notice at least two weeks before the absence if asking the child/children's teachers to provide assignments that are possible to complete outside the classroom environment. Assignment availability depends upon the duration of the absence and the nature of the lessons.
- 2) Parents assume responsibility for seeing that the material missed during the absence is presented to the child/children and that all assignments that have been received prior to the absence are completed by the day that the child/children return to school.
- 3) Parents are assuming responsibility for their child/children's completion of assignments that could not be completed outside the classroom setting and were therefore assigned upon the child/children's return, ordinarily within one week of their return.
- 4) If, upon returning to class, the child/children appear to be struggling, the parents may be urged to provide a certified tutor until the material has been mastered.

E. Absence.

- 1) Please call the school office at 647-4070 or email stpaul1@stpaulnky.org before 8:30 a.m. on days your child will be absent. You can leave a voice mail message if you need to call before the school office is open. You will be called if we do not hear from you.
- 2) A written excuse or email to stpaul1@stpaulnky.org from the parent or guardian is required for every absence. Parents are encouraged not to take children out of school for dental appointments, vacations, etc. The responsibility for the decision to keep a child from school rests with the parents.
- 3) Students that arrive to school after 10:30 a.m. will be considered absent for one half day. Students who leave school prior to 12:00 p.m. will be considered absent for one half day.
- 4) A tardy will be assessed for students who arrive late or leave early.
- 5) Children must make up their work to the satisfaction of the teacher. Unless extended due to unusual circumstances, students will have three days, plus the number of days absent (in excess of 1) to make up work without penalty (except vacations, as described above).
- 6) Arrange for pick-up of homework assignments. These can be taken home with siblings or neighbors, or picked up in the school office between 3:15 to 3:30 p.m.
- 7) Assignments made before a student absence and due during or upon the student's return will be expected when the student returns.
- 8) Students counted absent may not participate in any extracurricular activities for the day, unless otherwise approved by the principal.
- 9) The limit for parent excused absences is 10. Beyond 10 absences, the student must have a physician's or court note, or the absence will be counted as unexcused. Extended absence or numerous tardies/truancy will require a conference to determine if a student needs to be retained due to inadequate instructional time for a grade level.

10) Excused Absences.

- a. Personal illness or injury.

- b. Medical or dental appointments (partial days, in most cases).
 - c. Illness or death in the family.
 - d. Funeral of immediate family member or relative.
 - e. Quarantine.
 - f. Appointments for court.
 - g. Emergencies and other reasons deemed good and sufficient by the principal.
- 10) **Unexcused Absences.** All other absences, including vacations, are considered unexcused even if only for part of a day. The parents must assume responsibility for such absences. The final decision as to whether an absence is excused or unexcused shall be made by the principal.

F. Tardiness.

- 1) Students are expected to be in their classroom before the 7:50 a.m. bell rings.
- 2) Students who have ridden the school bus and are tardy because the bus arrives late, will be excused.
- 3) Any car riders arriving after 7:50 a.m. are tardy.
- 4) Tardy students must report to the office for an “admit to class” slip that will designate if the tardy is excused or unexcused.
- 5) The final decision as to whether a tardy is “excused or unexcused” shall be made by the principal. Excused tardies generally include:
 - a. Car accident that blocked traffic.
 - b. Severe weather.
 - c. A child is ill.
 - d. Medical appointments, etc.

G. Truancy.

- 1) Student attendance is a critical element of academic success. St. Paul Catholic School adheres to the KY statutes governing truancy. A student is considered truant under the following circumstances:
 - a. Three consecutive days absent without an excuse.
 - b. Three consecutive days tardy without an excuse.
 - c. Nine unexcused absences, regardless of timing or sequence.
 - d. Nine unexcused tardies, regardless of timing or sequence.
- 2) Parents of students who are truant will be referred to the appropriate officials.
- 3) Teachers will contact parents of any student after the 5th unexcused absence or tardy.
- 4) Parents of a student will be scheduled for a conference with the principal after a 7th unexcused absence or tardy.

H. Attendance recognition.

St. Paul understands that it can be very difficult to make it to school every day on time; therefore, students that do achieve “perfect” attendance will be recognized at the end of each trimester and the end of the year.

10. EMERGENCY CLOSING

- A. Circumstances may arise that make it prudent to remain closed for a day, delay opening school on a given day, or close early. Decisions as to whether to open on a delayed schedule or to close school will be made by the principal.
- B. Announcements of closing decisions will be posted to the school web site, and phoned to parents over the emergency contact system, Dial My Calls.

- C. Local TV stations will be notified so they might place the information on their local news.
- D. **Please do not call the school office.** If no announcements are made, school is open on a regular schedule.

E. School Cancellation Or Delay.

- 1) Any time Boone County Schools are on a delay (either one hour or two hour), St. Paul Catholic School will also be on the same delay schedule (thus students may ride the bus).
- 2) If Boone County Schools are closed, please watch television or check the St. Paul Catholic School website for the announcement concerning St. Paul Catholic School. The St. Paul Catholic School announcement will probably be one of the following:
 - a. St. Paul Catholic School – Florence, KY --- Closed.
 - b. St. Paul Catholic School – Florence, KY --- 1 hour delay; no buses.
- 3) If St. Paul Catholic School is open but Boone County Schools are closed, parents must provide their own transportation since the buses are not running.
- 4) Student drop off will be delayed by the same time as the general school day.
- 5) Obviously, safety is a foremost concern and it is each parent's decision whether or not to bring their children to school. Parents who judge road conditions as too hazardous for safe travel should keep their children home.

- F. **Early dismissal.** Early dismissal will be considered only in case of extreme emergencies (i.e. weather, city emergency, chemical leaks/spills, etc.). Your children should be aware of your early dismissal arrangements should the need arise. Students will be dismissed only after parents have been notified. If weather conditions are worsening and you wish to pick up your child before we are dismissed, please report to the office and not the classroom.

G. Evacuation.

- 1) In the event circumstances require evacuation of the campus (fire/storm damage, gas leak, etc.), students will be escorted to the emergency location in accordance with the emergency evacuation plan.
- 2) Parents will be notified as soon as possible of the evacuation and how/where/when to pick up children.
- 3) Parents should not call the emergency location office, as personnel may not be aware of the necessary procedures. Parents arriving before pickup procedures are in place may compromise the safety of the operation and may be required to stand by until St. Paul Catholic School personnel are ready to conduct a controlled dismissal.
- 4) Circumstances may vary widely. Please be patient and follow all instructions as closely and frequently as possible.

11. TRANSPORTATION PROCEDURES

- A. Anytime that there is a change from the way that a child usually goes home, a phone call to the office, or written note or email must be sent to the teacher. Notice must be received by 12:00 p.m. in order to ensure the change is noted.
- B. Traffic is always one way. Entrance is always at the north driveway by the church. Exit is always by the south driveway behind the school building.
- C. At the morning arrival and afternoon dismissal times, all buses will use the front parking lot. Cars will drop students off in the morning and pick them up in the afternoon in the REAR

PARKING LOT only. This allows for the safety of all students and for an orderly approach to arrival and dismissal.

- D. Classes begin at 7:50 a.m. (see tardy policy) and dismissal is at 3:00 p.m. In the morning, students who arrive between 7:15 and 7:30 a.m. must report to the gym where a supervising teacher will be present. Students should not come to school before 7:15 a.m., as there is no supervision. Please contact the principal if this is a problem. Students arriving after 7:30 a.m. may go directly to their classrooms.
- E. Dismissal begins at 3:00 pm. Bus Riders are called to the front lot. Walkers and car riders are called to the back parking lot. All traffic must stop in the lot until students are cleared from the parking area. A designated teacher will give the sign that it is clear to leave and cars will be dismissed row by row. All students must be picked up by 3:20 p.m.

12. BUS SERVICE

- A. Children may use the Boone County School Buses. Bus arrangements and schedules are worked out between the parents and the Boone County School Transportation office. For information, call 384-5340. A child may not ride a bus other than that to which he/she is assigned.
- B. The formal conduct rules for bus riders set down by the Boone County School System are available in the school office. Simply stated, the rules require a child to respect the driver, remain seated, keep hands inside the windows, talk quietly, and keep his/her hands to his/her own person.
- C. When a child breaks one or more of these rules, the bus driver may file a conduct report with the principal. The principal will retain a copy of all conduct reports, a copy will be sent to parents, and a copy to the bus driver. When the principal receives a bus discipline referral, appropriate action will be taken. This could include:
 - 1) A warning.
 - 2) A 1 day bus suspension.
 - 3) A 3 to 5 day bus suspension.
 - 4) Removal from the bus for the balance of the school year.
- D. The bus discipline will depend on the seriousness of the incident and if the child has had prior bus referrals.

13. FOOD SERVICE

- A. A hot lunch is available to the children. Meals are tasty and are approved for participation in the Federal School Lunch Program.
- B. St. Paul Catholic School participates in the Free and Reduced Price lunch program sponsored by the US Department of Agriculture. Children from certain income brackets may receive free lunches or reduced price lunches. Parents who qualify for this aid are encouraged to apply for it through a confidential application to be filed with the Diocesan Food Service Director.
- C. The Food Service Program is managed by the Diocese of Covington. The lunch price is established by the Diocese of Covington (currently \$2.90 per day, Extra Entrée (Super) - \$1.50 Snacks - \$.50 -\$1.50 – Available for 3rd through 8th grade beginning August 24th).

The lunch program uses a point-of-sale system to charge students for their lunch. Each student is supplied with an account code. Parents should pre-deposit funds to the account for each student. Parents will receive an email notice when the balance becomes low.

- D. Charges for lunch are not allowed. Parents will receive an email notice when a child's account becomes overdrawn, and are expected to make an immediate deposit to the account. In the event of a 0 or negative balance, no child will be denied a wholesome lunch. However, lunch may consist of a simple sandwich, such as cheese, or peanut butter and jelly, with water to drink. Excessively high negative accounts may result in a child not receiving a lunch. All decisions relative to lunch charges are made by the Cafeteria Manager.
- E. All meals served with choice of milk. The menu will be sent home in advance.
- F. Children may also pack lunch. Milk is sold to children who pack lunch.
- G. If your child will not eat what is on the menu, pack his or her lunch for that day. A prepared salad, peanut butter & jelly or a cheese sandwich may be substituted for the main entrée. A prepared salad meeting dietary requirements will be available.
- H. NO FAST FOOD, SOFT DRINKS OR OUTSIDE FOOD ITEMS MAY BE BROUGHT TO CHILDREN DURING LUNCH.

14. **DRESS CODE**

A. Boys and Girls.

- 1) Student dress should be conservative and non-distracting. The principal will advise a student when that standard is not met, and the student will be expected to make appropriate changes.
- 2) All clothing must be in good repair (absent holes or excessive fading), and fit properly. A proper fit is neither too tight, nor too loose; too short, nor too long. Pants, shorts or jumpers must be worn at the waist.
- 3) Solid navy blue sweater only. Traditional V-neck long sleeve or sleeveless, crew neck or cardigan. No logos or monograms.
- 4) Gr.K-5 Solid navy blue dress shorts.
- 5) Gr. 6-8 Solid khaki and navy blue dress shorts.
- 6) Shorts may be worn from May 1st through September 30th. No "short" shorts may be worn. Length should be mid-thigh and not go below the knee. When shorts are worn, the balance of the dress code remains the same. Shorts must be worn at the waistline.
- 7) Socks may be white, navy, or black. Logos are permitted but no stripes or other decorations anywhere on the socks. Socks should be worn at all times and should be visible. Solid white or navy tights only in opaque or sweater knit.
- 8) Gym shoes are permitted. For safety reasons, all shoes with laces must be tied.
- 9) Sandals or backless shoes are not permitted. No boots with shorts.
- 10) No make-up for all grades, except light colored nail polish.
- 11) Pants must be worn at waistline.
- 12) In grades 1-8, if pants have belt loops, students must wear a belt. Grades 3-8 must wear pants with belt loops and belts. PK and K students are not required to wear a belt.

B. Boys.

1) PANTS:

- a. Gr.K-5: Solid navy blue- no fad or patch pockets - no jean styles no corduroys- no contrasting stitching.
- b. Gr. 6-8: Solid khaki and solid navy blue - no fad or patch pockets- no jean styles- no corduroys- no contrasting stitching. Grades K-2 can wear stretch all around.

2) SHIRTS:

- a. Gr. K-5 Solid pale blue or white with navy pants.
- b. Gr.6-8 Solid navy blue and solid white with khaki pants. Solid white only with navy pants. Traditional dress-cut oxford or broadcloth material with or without button-down collar or knit pullover with full collar and two to three button front. May be long or short sleeved. No manufacturer's logos, monograms, or contrasting stitching. Printed or colored T-shirts may not be worn under uniform shirts. Solid white is permitted. Shirts must be tucked in at all times.

C. Girls.

1) UNIFORM:

- a. Gr.K-5 Plaid jumper. Uniform pants are not to be worn under the jumper.
- b. Gr 3-8 Plaid skirt or skort Modesty shorts may be worn under the skirt if desired. Skirts or skorts should not extend more than 2 inches above the knee.

2) PANTS:

- a. Gr.K-5 Solid navy blue pants.
- b. Gr.6-8 Solid khaki and navy blue pants.

3) SHIRTS: Gr.K-8 White school blouse (round, pointed, or button-down collar), or traditional white only knit pullover with full collar and two or three button front. No lace or frills. No turtlenecks. This may be worn with uniform or slacks. Gr.6-8 Solid white and solid navy blue with khaki pants. Solid white only with navy blue pants.

4) LEGGINGS: During cold weather months, girls may wear leggings under the skirt or jumper. Leggings must extend below the ankle, and be white, navy blue, or black.

5) SWEAT PANTS. During cold weather months, plain sweat pants may be worn under the jumper while traveling to or from school, or when out to recess. Sweats must be removed as soon as possible after entering the building and may be donned just before going outside.

D. School Sweatshirt. The official uniform sweatshirt (navy blue or gray), which must be purchased from Schoolbelles, or any solid navy blue sweatshirt (no logos or monograms) may be worn by any student. The 8th grade class may design and wear a class sweatshirt. The design must be approved by the supervising teacher and the principal.

E. Jewelry and Hair. In general, jewelry may not be worn. Exceptions: a watch, one ring, a cross or religious medal on a simple necklace, small earrings that do not extend below the earlobe for those with pierced ears. No hoop or wire earrings of any size. Hair must be natural hair color and basically uniform in length (no Mohawks or fad style haircuts).

F. P.E. Classes.

- 1) Grades K-4 Specific St. Paul Catholic School uniform t-shirt, gym shoes, and any solid navy blue shorts or sweatpants depending on the weather. These are worn to school instead of the regular uniform on gym days. Shorts are allowed from May 1 to September 30.
- 2) Grades 5-8 Gym shoes, t-shirt, and gym shorts or sweatpants. These are not to be worn

to school in place of the regular uniform. If a student wears uniform shorts to school, a separate pair is needed for gym

- G. **Out of Uniform Days.** Restrictions for jewelry and make-up still apply. No clothing with lewd, or in any other way, present inappropriate messages. Shorts must meet regular length and style requirements (Length should be mid-thigh and not go below the knee. ... Shorts must be worn at the waistline). Tops with spaghetti straps are not permitted. Additional guidelines for the type of clothing to be worn will be issued prior to the no uniform day.

15. CONDUCT AND DISCIPLINE

- A. **Philosophy.** As a Catholic school our discipline policies are shaped by our Christian values. Discipline procedures are formative in nature, stressing the development of the truest form of discipline -- self-discipline. St. Paul Catholic School believes that good discipline helps to maximize learning. Discipline includes respect, cooperation, and responsibility on the part of students, parents and faculty. A variety of methods will be used to encourage positive behaviors and choices and discourage negative patterns. In all cases, the Principal, with the advice of the teachers and the approval of the Pastor, is the ultimate authority concerning discipline. Students who have shown serious or chronic inappropriate behavior may be excluded from extra-curricular activities and representing the school at outside functions, or may be removed from school.
- B. All students are required to cooperate with the spirit and policies designed to foster personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, and concern for the school environment. If a student is struggling with appropriate behavior a meeting can be set up with the teacher, parents/guardian, principal and student.
- C. When appropriate, a behavior plan will be established to guide activities of staff, parents and the student in an effort to help the student build a more positive behavioral pattern. Dismissal from St. Paul Catholic School may occur if improvement in student behavior is not sufficient, or if parents are not supportive of the behavior plan that has been written. The school may dismiss at any time a student whose conduct is harmful or potentially harmful to others or to himself/herself and whose behavior is not manageable by the staff.
- D. St. Paul Catholic School expects all students to behave in a Christian manner at all times. Behavior which reflects poorly upon St. Paul Catholic School or creates a public scandal may be addressed as a disciplinary issue at school.
- E. **Student Code Of Conduct.**
- 1) Our Catholic School strives to instill in its students a lifestyle based on the Gospel precepts. Therefore, it is expected that St. Paul Catholic School students will conduct themselves with Christian behavior at all times both in school and outside of school. Students are expected to take an active role in helping to create a positive classroom experience for all. The teachers, staff, and administration are proud of how well our students conduct themselves and want St. Paul Catholic School to continue its strong Catholic values. Students are often given positive reinforcements.
 - 2) **Respectful Student Behavior.** Students are expected to display the following positive behaviors:
 - a. Exercising respectful behavior at Mass and liturgical services.
 - b. Displaying respectful attitude toward adults and classmates.

- c. Using appropriate language.
- d. Remaining in “authorized only” areas during the school day.
- e. Respecting school property as well as the property of others.
- f. Exercising appropriate behavior in restrooms, cafeteria, classrooms, and playground.
- g. Using student passes for all designated areas.
- h. Maintaining silence during drills.
- i. Using the elevator only when authorized by faculty/staff.
- j. Walking quietly through the halls.

3) Cafeteria Behavior

- a. Eat your OWN lunch and only your lunch; do not accept food from others.
- b. Kind and friendly attitude.
- c. Say “please” and “thank you.”
- d. No more than 8 at a table.
- e. Quiet and respectful eating (inside voices).
- f. Use spoons/forks.
- g. No getting up and visiting other tables.
- h. Remain seated until dismissed by cafeteria monitor.
- i. Pick up all trash at table and throw away in trash cans when leaving.
- j. Move quietly to the playground when dismissed.

4) Recess Rules. The following are strictly forbidden and failure to observe these rules may result in a behavior referral or punch

- a. Fighting.
- b. Pulling on clothing of others.
- c. Frisbees, electronic games, cell phones, keep-away, tackle football, or contact games (including tag).
- d. “Touch football” with excessive roughness.
- e. The throwing of snowballs, hardballs, sticks, rocks, etc.
- f. The use of inappropriate language.
- g. Playing near parked cars, dumpsters, fences, etc.
- h. The taking of or destruction of personal property (jackets, hats, etc.), grade level equipment (balls, etc.), or the playground structure.
- i. Pushing, shoving, tripping, or other rough physical play.
- j. Leaving the playground unless given permission by the teacher on duty.
- k. Food.
- l. Using equipment before the teacher on duty is present.

F. Stealing/Destruction of Property. Stealing and destruction of property are serious offenses. These infractions will be dealt with on an individual basis depending on the severity. Consequences include punch, behavior referral, suspension, expulsion, retribution, involvement of civil authorities, and any other consequences that the faculty/administration deem appropriate.

G. Drugs. Possession of and/or being under the influence of any unauthorized controlled substance and/or drug is grounds for immediate suspension. The principal will meet with parents and other personnel to determine how each offense will be handled.

H. Weapons. Possession or use of instruments of harm (weapons) is strictly forbidden. In the case of any student found in the possession of a weapon, the parents will be called to take the student home. The child will be faced with the *possibility* of the following:

- 1) Principal, parent, student conference.
- 2) Suspension until a member of the administration interviews the student’s parent(s).

- 3) Psychologist/psychiatrist reports on mental stability of student.
- 4) Withdrawal of the student's right to participate in school activities and/or serious consequences.
- 5) Police notification.
- 6) Dismissal from school.

I. Harassment.

- 1) Saint Paul Catholic School is committed to being a safe and civil educational environment for all students, employees, volunteer and visitors, free from harassment, intimidation or bullying. St. Paul Catholic School will not condone any form of harassment and will pursue the necessary measures to create a safe and respectful learning environment for all students and employees.
- 2) All students are expected to treat fellow classmates and all adults with dignity and respect. Each administrator, staff member and volunteer shall be responsible for promoting a learning environment free from harassment within his/her educational program or office.
- 3) "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:
 - a. Physically harms a student or damages the student's property; or
 - b. Has the effect of substantially interfering with a student's education; or
 - c. Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - d. Has the effect of substantially disrupting the orderly operation of the school.
- 4) Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions.
- 5) "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).
- 6) Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other school policies or building, classroom, or program rules.
- 7) The Principal is authorized to direct the development and implementation of procedures addressing the elements of this policy.
- 8) **Complaint Process.** St. Paul Catholic School uses BeSafe@stpaulnky.org to maintain a disciplinary action database. Anyone may make an anonymous report of harassment by logging in to the database through the link on our school website.
 - a. Anyone may use informal procedures to report and resolve complaints of harassment, intimidation, or bullying. Informal reports may be made to any staff member. Staff shall inform the principal or the counselor when they receive complaints of harassment, intimidation, or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.
 - (1) The student or student's parents should report any harassment to the teacher, principal, or counselor, or by using the online reporting system.
 - (2) Teachers/principal, and/or counselor will call a meeting with the students involved.
 - (3) The teacher, principal, and/or counselor will initiate an investigation of the complaint.
- 9) Informal remedies include:
 - a. An opportunity for the complainant(s) to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face-to-face.
 - b. A statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated.

- c. A general public statement from the principal reviewing the school harassment, intimidation and bullying policy without identifying the complainant, parent, guardian, or because the principal believes the complaint needs to be more thoroughly investigated.
- 10) Formal remedies will be invoked if after a thorough investigation of the matter there is evidence of violation of the above stated definitions. The accused will always be allowed to speak in his/her own defense. However, any repercussion to the accuser by the accused because a complaint has been filed will also be treated as an incident of bullying/intimidation.
 - 11) Sanctions will be levied in relationship to the severity and frequencies of violations. Sanctions may include but not be limited to loss of privileges at school, detention, in school suspension, out of school suspension, and expulsion.
 - 12) Corrective measures deemed necessary will be instituted as quickly as possible. Disciplinary action for students may include the following consequences:
 - a. Behavior referral or punch.
 - b. Written apology to offended student.
 - c. Meeting with parents and student to discuss the incident.
 - d. Loss of school activities.
 - e. Attendance at detention for the harassment incident.
 - f. Counseling may be recommended or required to continue enrollment at St. Paul Catholic School.
 - g. Possible isolation of a student from other students in the situation where harassing occurs.
 - h. Possible in-school suspension.
 - i. Possible out-of-school suspension.
 - j. Expulsion.
 - 13) The school also may require appropriate counseling for a student as a condition of continued enrollment.
- J. **In-School Suspension.** Parents will be immediately notified of an in-school suspension. The student will report to an appropriate place to do the assigned work for part/all of the school day. A fee may be charged to the parents to cover the cost of a substitute teacher who will supervise the student, if necessary.
- K. **Out-of-School Suspension/Expulsion.** Students may be suspended or expelled for serious cause at the discretion of the administration, such as, but not limited to:
- 1) Threats of any kind.
 - 2) Use of obscenities.
 - 3) Disrespect/insubordination toward teachers, substitute teachers, and/or staff.
 - 4) Chronic disciplinary problems.
 - 5) Vandalism.
 - 6) Destruction of property.
 - 7) Refusal to cooperate with school authorities.
 - 8) Possession or use of drugs, alcohol, or tobacco.
 - 9) Possession or use of a weapon or an instrument that can be used as a weapon.
 - 10) Disruptive behavior in the classroom.
 - 11) Repeated failure to do assigned work.
 - 12) Cheating or assisting others in cheating.
 - 13) Stealing.
 - 14) Fighting.
 - 15) Inappropriate use of technology.

L. **Kindergarten – Grade 5 Code of Conduct.** Each teacher in grades K to 5 will send home with the students their classroom management plans.

M. **Junior High Code of Conduct.** Welcome to junior high, we are glad you are a part of the St. Paul School family! We want to foster a positive environment for your child allowing them to reach their full potential. The following are key policies and procedures to ensure a fun and successful year for all.

Blings and Things

Students are encouraged to make good choices while at school and will be rewarded through our “Blings and Things” program.

- At the beginning of every week, a 5-point coupon is given to every student who does not earn a referral the previous week.
- These coupons can be used to purchase various rewards at the student’s discretion. Examples of rewards include, homework pass (20 points), sweatshirt day (15 points), forgotten materials pass (15 points) and out of uniform pass (30 points) to name a few.

Referrals

Referrals are earned for inappropriate behavior. All disciplinary decisions are at the discretion of the administration.

Responsibility Referral - A responsibility referral may be earned for but is not limited to the following examples:

- Not being prepared for class
- Lacking a signed test
- Violating dress code
- Not returning signed papers
- Others as determined by teachers/administration

ONE (1) Lunch Detention will be given for 3 Responsibility Referrals in one trimester. During Lunch detention, the student will sit at a designated table in the cafeteria or classroom and eat in silence. They will spend recess there also.

Behavior Referral - A behavior referral may be earned but is not limited to the following examples:

- Disrupting class
- Disrespecting others
- Misusing/damaging school property
- Using profanity of any type
- Talking or exhibiting inappropriate behavior during drills
- Harassing or making hurtful comments
- Using cell/phones electronic devices at inappropriate times
- Writing/passing/reading notes
- Chewing gum
- Others as determined by teachers/administration

ONE (1) Lunch Detention will be given for 3 Behavior Referrals in one trimester. During Lunch Detention, the student will sit at a designated table in the cafeteria or classroom and eat in silence. They will spend recess there also.

After THREE (3) Lunch Detentions in a trimester, the parents will be contacted.

Referrals earned will be sent home as they are given, and should be signed by a parent and returned to the teacher the following school day.

Automatic Detention

Automatic detention may be earned for the following examples:

- Chewing gum on school premises
- Violating academic protocol. This includes copying another student's work or talking during assessments, etc. A grade of 0 will also be given.
- Plagiarizing another's work

Students in grades 6-8 are taught the meaning of plagiarism and are given concrete examples as they work on research projects and other assignments. Much time is dedicated to making students understand that taking another's work for one's own is dishonest. The consequence for plagiarism in grades 6-8 is a 0 for the assignment. All students will receive a detention and parents will be notified. The chart below is an example of the tools used by teachers in instructing the children on this topic. Please take time to review this with your children. Students need to document the following:

- When an individual uses or refers to somebody else's words or ideas from a magazine, book, newspaper, song, TV program, movie, web page, computer program, letter, advertisement or other medium.
- Information gained through interviewing another person
- Copying exact words or "unique phrases" from somewhere
- Reprinting any diagrams, illustrations, charts and pictures
- Using ideas others have given you in conversations or over email

Homework Policy

All students should record each subject's homework for the day in their planner. **MISSING HOMEWORK:**

1st day late:	10% off
2 or more days late:	50% off

16. ASBESTOS NOTICE (August 1, 2014). In accordance with EPA regulations, this school has been inspected for asbestos-containing materials by accredited inspectors using methodologies specified in the Asbestos-Containing Materials in Schools Rule: 40 CFR, Part 763 (ASHERA). Friable (easily crumbled) asbestos-containing material may cause health problems. A copy of inspection and location management plan for the school is kept in the School Office. If there are questions about any asbestos inspection, please call the school office.

DISCLAIMER

This handbook is meant to be a guide. We have addressed what we could, however, it is not an exhaustive or final guide and may be updated or changed by the parish or school administration at any time.

TEACHERS CODE OF CONDUCT

- A. Let it be recognized that teaching at Saint Paul Catholic School carries honor and responsibility. It is an honor to be associated with fine young Christian boys and girls and to be a part of their spiritual, educational, social, physical, and emotional development. It is a responsibility to be sure that we offer the very best to these students and above all to do no harm. Emanating from this charge are the following guidelines.
- B. We recognize that
- 1) Sacred Scripture and the way of Christ are the models for all we do.
 - 2) All life is sacred and is to be treated as we would treat Jesus if he were in our charge.
 - 3) Students are to be led not only by good pedagogy, but also by good example. Students deserve the same respect from us that we expect from them.
 - 4) All students should be challenged to learn. Students by themselves and through their parents should be taught to accept challenges and to stretch their abilities.
 - 5) Integrity is a vital part of leadership. Teachers must be honest and upright in dealing with students and parents.
 - 6) There is no harm, only good, in admitting being wrong. Sincere apologies gain more respect than all the excuses in the world. We preach this to our students. We must embrace it ourselves.
 - 7) Students deserve the best planning we can do for our classes. They deserve our creativity as well as our time and our knowledge.
 - 8) We owe it to our students to be open with them, to point out their strong points as well as the areas in which they need improvement.
 - 9) We need to be strong in setting good, clear cut appropriate boundaries and limits for our students. We need to hold them accountable for their actions. We need to provide appropriate consequences for unacceptable behavior, consequences that at one and the same time correct the behavior and allow the students to maintain their self-respect.
 - 10) A positive self-image is gained and maintained by achievement of appropriate and attainable goals. It is the responsibility of teachers to provide these goals and give appropriate feedback to students, including positively stated encouragement to do better.
 - 11) Each student is entitled to privacy. Conversations with students about academics and behavior, whenever possible, should be done in private. Discussions about any student with other faculty members or anyone else should be on a need to know basis only.
- C. Finally, we keep in mind that our long term goal is to help each child become a productive, Christian citizen who will take responsibility for him/herself, recognize the need to reach out to others, and help spread the word of God.

We All Are One

Alma Mater, St. Paul Catholic School

Love and honor we stand for St. Paul
With joy and unity we all are one.

With faith in God we will challenge ourselves
With Christian Sacrifices we all are one.

Shine on, shine on St. Paul
Shine on; we all are one

Respect for life and compassion for all

Humbly, prayerfully we all are one.

With strength and courage to enter His name
With true integrity we all are one.

NOTE

This handbook has been updated. Changes have been made. Please review the handbook in its entirety on line via the School website or Sycamore. By returning this form you are agreeing that you have read the handbook and accept the policies.

SIGNATURE SHEET

KEEP THE 2020-2021 SCHOOL HANDBOOK,
AS REFERENCE, REGARDING SCHOOL
POLICIES AND PROCEDURES.

PLEASE COMPLETE THE INFORMATION BELOW AND RETURN THE SIGNATURE SHEET TO THE ST. PAUL SCHOOL OFFICE.

FAMILY NAME

OLDEST STUDENT NAME

YES, I HAVE READ THE SCHOOL HANDBOOK, DISCUSSED IT WITH MY CHILDREN AND WILL SUPPORT THE POLICIES AND PROCEDURES OF ST. PAUL CATHOLIC SCHOOL.

PARENT SIGNATURE

DATE _____